



## City of Austin - JOB DESCRIPTION



### Animal Care Specialist

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(80) Serv/Maint
<b>Class Code:</b>	10595	<b>Salary Grade:</b>	JB8
<b>Approved:</b>	January 30, 2001	<b>Last Revised:</b>	February 26, 2009

#### Purpose:

Provides animal care and customer service; mediates animal related complaints; schedules, monitors performance, and trains Animal Services staff in performance of job duties.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Receive, handle and kennel animals of all species, including those of unknown temperament, and aggressive, sick and injured animals
2. Check for current rabies vaccinations and assist pet registration program
3. Counsel adopters, review applications and approve/deny applications
4. Maintain relevant written records, enter/retrieve information on computer, and answer telephone
5. Monitor physical condition of animals and perform health care as directed by veterinarian.
6. Attend training, maintain certifications and train other personnel
7. Assist other personnel, law enforcement agencies and other organizations as necessary
8. Assist in the euthanasia of animals identified by veterinarians, management, supervisors and/or senior veterinary technicians with understanding and compassion for the animal
9. Provide information and education to public
10. Clean, disinfect and maintain animal holding areas
11. Feed, water, bathe, dip and exercise animals
12. Handle cash according to City policies
13. Perform receiving, reclaim, animal care and adoption duties
14. Mediate citizens' complaints
15. Coordinate breed rescues, foster homes and off-site adoption placement
16. Conduct volunteer orientations
17. Provide input to supervisor regarding subordinate employees' performance for performance monitoring, completion of feedbacks and evaluations, and progress in meeting Unit goals

#### Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, work assignments, evaluation, training, and guidance to others

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Adhere to disease management and safety protocols

#### Minimum Qualifications:

- Graduation from High School or equivalent, plus two (2) years of work experience one (1) year experience in a field related to the job.

#### Licenses and Certifications Required:

- Valid Texas Class C Drivers License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.